

## Secretary

## Clerk (Exhibition Support)

## Shipment Assistant

## Human Resources Assistant (T)

## Human Resources Assistant

FSN#2011/107

### Secretary

**OPEN TO:** All Interested Candidates

**POSITION:** Secretary, FSN-6; FP-8

**OPENING DATE:** September 23, 2011

**CLOSING DATE:** September 29, 2011

**WORK HOURS:** Full-time; 40 hrs/week

**SALARY:** Not Ordinarily Resident (NOR): FP-8  
Ordinarily Resident (OR): FSN-6

The U.S. Embassy in Bangkok is seeking an individual for the position of Secretary in its Regional Human Resources Office located 120-122 Wireless Road Lumpini Pathumwan Bangkok.

### **BASIC FUNCTION OF POSITION:**

Serve as Administrative assistant to the Supervisory Regional Human Resources Officer, and perform the full range of administrative office management support to the Regional Human Resources Office. Also perform back-up duties and other duties as assigned.

### **QUALIFICATIONS REQUIRED:**

**NOTES:** (1) All applicants must address each selection criterion detailed below with specific and comprehensive information supporting each item. (2) For AEFMs, EFMs and MOHs, please see Post "Additional Selection Criteria" at the beginning of the "Employment Opportunities for U.S. Citizen Eligible Family Members (AEFMs), Eligible Family Members (EFMs), Members of Household (MOHs) and Current Locally Employed (LE) Staff Employees" or on the Bulletin Board in HR or on the Website.

(1) Completion of commercial or secretarial school; (2) At least two years' experience in secretarial and/or administrative experience in an English-language office environment; (3) Level 3 (Good working knowledge) speaking/reading/writing English and Thai is required; (4) Must have knowledge of general office; (5) Must be able to operate and understand features of office productivity software, e.g. MS Office and operation of office automation equipment, e.g. digital senders, personal computers, copiers, printers, scanners, etc.; (6) Must possess

a high degree of tact, courtesy, poise, alertness and good judgment in dealing with all levels (junior, mid-level, senior, and executive)

**SELECTION PROCESS:**

When equally qualified, U.S. citizen Eligible Family Members (AEFMs) and U.S. Veterans will be given preference. Therefore, it is essential that the candidate address the required qualifications above in the application.

**SUBMIT APPLICATION TO:**

Regional Human Resources Office  
Attention: Recruitment  
American Embassy, 120-122 Wireless Road, Bangkok 10330, Thailand  
E-mail: [bkkrecruitment@state.gov](mailto:bkkrecruitment@state.gov)  
Fax: 02-205-4928

**PLEASE ATTACH A COPY OF TRANSCRIPT**

**\*\*PLEASE DO NOT ATTACH PHOTO, IF YOUR PHOTO IS ATTACHED, YOUR APPLICATION WILL NOT BE CONSIDERED\*\***

**CLOSING DATE FOR THE POSITION: SEPTEMBER 29, 2011**

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FSN#2011/108

**Clerk (Exhibition Support)**

(Three-month contract may be extended if office need exists)

**OPEN TO:** All Interested Candidates

**POSITION:** Clerk (Exhibition Support), FSN-4; FP-AA  
This is a temporary position, not to exceed 3 months

**OPENING DATE:** September 16, 2011

**CLOSING DATE:** September 29, 2011

**WORK HOURS:** When-actually-employed (WAE)

**SALARY:** Not Ordinarily Resident (NOR): FP-AA  
Ordinarily Resident (OR): FSN-4

The U.S. Embassy in Bangkok is seeking an individual for the position of Clerk (Exhibition Support) in its Public Affairs Section located at GPF Witthayu Building, Wireless Road, Bangkok.

**BASIC FUNCTION OF POSITION:**

This position is under supervision of the Office Management Specialist. To serve as a clerk working on publications inventory, distribution and packing exhibits. Duties include office's mail clerk, messenger as well as minor handy man repairs, moving of furnishings and equipment.

**QUALIFICATIONS REQUIRED:**

**NOTES:** (1) All applicants must address each selection criterion detailed below with specific and comprehensive information supporting each item. (2) For AEFMs, EFMs and MOHs, please see Post "Additional Selection Criteria" at the beginning of the "Employment Opportunities for U.S. Citizen Eligible Family Members (AEFMs), Eligible Family Members (EFMs), Members of Household (MOHs) and Current Locally Employed (LE) Staff Employees" or on the Bulletin Board in HR or on the Website.

(1) Completion of Secondary school (Mathayom 6); (2) One year general clerical experience; (3) Level II (Limited Knowledge) speaking/reading/writing English and Thai.

**SELECTION PROCESS:**

When equally qualified, U.S. citizen Eligible Family Members (AEFMs) and U.S. Veterans will be given preference. Therefore, it is essential that the candidate address the required qualifications above in the application.

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Attention: Recruitment  
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**CLOSING DATE FOR THE POSITION: SEPTEMBER 29, 2011**

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FSN#2011/109

**Shipment Assistant**

**OPEN TO:** All Interested candidates

**POSITION:** Shipment Assistant, FSN-7; FP-7

**OPENING DATE:** September 16, 2011

**CLOSING DATE:** September 29, 2011

**WORK HOURS:** Full-time; 40 hrs/week

**SALARY:** Not Ordinarily Resident (NOR): FP-7  
Ordinarily Resident (OR): FSN-7

The U.S. Embassy in Bangkok is seeking an individual for the position of Shipment Assistant in its General Services Office/Customs and Shipping (GSO/C&S) located at GPF Witthayu, Wireless Road, Bangkok.

**BASIC FUNCTION OF POSITION:**

The incumbent is responsible for handling all administrative and logistical processes of all types of official and personal shipments in all kinds of transportations (Air, Sea and Land) for all agencies in the Embassy. Including arranging the car inspection, registration, licensing and title transfer for all official and privately owned vehicles also requesting gasoline tax refunds for American Community Support Association (ACSA) agency. To handle apply initial and renewal the Thai driver license for all American Mission employees and eligible family members at post.

**QUALIFICATIONS REQUIRED:**

**NOTES:** (1) All applicants must address each selection criterion detailed below with specific and comprehensive information supporting each item. (2) For AEFMs, EFMs and MOHs, please see Post "Additional Selection Criteria" at the beginning of the "Employment Opportunities for U.S. Citizen Eligible Family Members (AEFMs), Eligible Family Members (EFMs), Members of Household (MOHs) and Current Locally Employed (LE) Staff Employees" or on the Bulletin Board in HR or on the Website.

(1) Bachelor's degree in Business Administration, Political Science, Social Science or Arts; (2) Two years of experience in transportation, logistics or a closely related field that has provided experience in customs regulations and practices. Experience should be progressively responsible; (3) Level IV (Fluent) in speaking/reading/writing in English and Thai; (4) Must be proficient in composing diplomatic notes and correspondence; (5) Must be able to maintain a working relationship with working level officials of Customs Department, Port Authority, Police Department and Ministry of Foreign Affairs in order to request assistance when problem arises; (6) Good working knowledge of Microsoft Office software.

**SELECTION PROCESS:**

When equally qualified, U.S. citizen Eligible Family Members (AEFMs) and U.S. Veterans will be given preference. Therefore, it is essential that the candidate address the required qualifications above in the application.

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**CLOSING DATE FOR THE POSITION: SEPTEMBER 29, 2011**

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FSN#2011/111 (T)

**Human Resources Assistant**

**OPEN TO:** All Interested Candidates

**POSITION:** Human Resources Assistant FSN-7; FP-7 (Trainee)

**OPENING DATE:** September 23, 2011

**CLOSING DATE:** October 6, 2011

**WORK HOURS:** Full-time; 40 hrs/week

**SALARY:** Not Ordinarily Resident (NOR): FP-7  
Ordinarily Resident (OR): FSN-7

The U.S. Embassy in Bangkok is seeking an individual for the position of Human Resources Assistant in its Regional Human Resources Office located 120-122 Wireless Road Lumpini Pathumwan Bangkok.

**BASIC FUNCTION OF POSITION:**

Provide services on all aspects of locally-employed personnel administration function, e.g. recruitment, employee counseling, retirement, efficiency reports, employee benefit, incentive awards, health benefit plan, personnel actions. Also perform specific technical support functions relating to the human resources program

**QUALIFICATIONS REQUIRED:**

**NOTES:** (1) All applicants must address each selection criterion detailed below with specific and comprehensive information supporting each item. (2) For AEFMs, EFMs and MOHs, please see Post "Additional Selection Criteria" at the beginning of the "Employment Opportunities for U.S. Citizen Eligible Family Members (AEFMs), Eligible Family Members (EFMs), Members of Household (MOHs) and Current Locally Employed (LE) Staff Employees" or on the Bulletin Board in HR or on the Website.

(1) Bachelor's degree in Human Resources, Business Administrative, Psychology, Communications or related disciplines; (2) At least three years of progressively responsible experience in administering human resources; (3) Level 4 (Fluent) speaking/reading/writing English and Thai is required; (4) Must be tactful, possess good judgment, and be able to maintain effective working relationships with employees and their supervisors, and have counseling skills; (5) Must have good computer skills.

**SELECTION PROCESS:**

When equally qualified, U.S. citizen Eligible Family Members (AEFMs) and U.S. Veterans will be given preference. Therefore, it is essential that the candidate address the required qualifications above in the application.

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E-mail: [bkkrecruitment@state.gov](mailto:bkkrecruitment@state.gov)  
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**CLOSING DATE FOR THE POSITION: OCTOBER 6, 2011**

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FSN#2011/111

**Human Resources Assistant**

**OPEN TO:** All Interested Candidates

**POSITION:** Human Resources Assistant FSN-8; FP-6

**OPENING DATE:** September 23, 2011

**CLOSING DATE:** October 6, 2011

**WORK HOURS:** Full-time; 40 hrs/week

**SALARY:** Not Ordinarily Resident (NOR): FP-6  
Ordinarily Resident (OR): FSN-8

The U.S. Embassy in Bangkok is seeking an individual for the position of Human Resources Assistant in its Regional Human Resources Office located 120-122 Wireless Road Lumpini Pathumwan Bangkok.

**BASIC FUNCTION OF POSITION:**

Provide services on all aspects of locally-employed personnel administration function, e.g. recruitment, employee counseling, retirement, efficiency reports, employee benefit, incentive awards, health benefit plan, personnel actions. Also perform specific technical support functions relating to the human resources program

**QUALIFICATIONS REQUIRED:**

**NOTES:** (1) All applicants must address each selection criterion detailed below with specific and comprehensive information supporting each item. (2) For AEFMs, EFMs and MOHs, please see Post "Additional Selection Criteria" at the beginning of the "Employment Opportunities for U.S. Citizen Eligible Family Members (AEFMs), Eligible Family Members (EFMs), Members of Household (MOHs) and Current Locally Employed (LE) Staff Employees" or on the Bulletin Board in HR or on the Website.

(1) Bachelor's degree in Human Resources, Business Administrative, Psychology, Communications or related disciplines; (2) At least three years of progressively responsible experience in administering human resources; (3) Level 4 (Fluent) speaking/reading/writing English and Thai is required; (4) Must have good working knowledge of 3FAM, Employee's Handbook, Department's personnel regulations or management instructions related to the Local Employment Program; (5) Must be tactful, possess good judgment, and be

able to maintain effective working relationships with employees and their supervisors, and have counseling skills; (6) Must have good computer skills.

**SELECTION PROCESS:**

When equally qualified, U.S. citizen Eligible Family Members (AEFMs) and U.S. Veterans will be given preference. Therefore, it is essential that the candidate address the required qualifications above in the application.

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**CLOSING DATE FOR THE POSITION: OCTOBER 6, 2011**

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